

NOTICE

Post of Programme Assistant/Clerical Assistant on Assignment Basis

Applications are invited for the Post of Programme Assistant/Clerical Assistant on assignment basis at the departments / Postgraduate and Mid-Career Development Unit of the Faculty of Management and Finance, University of Colombo.

Qualifications:

1. Should have passed the G.C.E.(O/L) examination in six (06) subjects at **one sitting** with credit passes in Sinhala Language, Mathematics & English Language.
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 2. Should have passed in all subject at the G.C.E. (A/L) examination (except the common general paper) at **one sitting**.
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 3. Minimum of Six months training as a Programme Assistant/Computer Application Assistant/Clerk/Management Assistant/Secretary.
- Note : Applicant should work any 5 days in a week including Saturday and Sunday.
 - Age : Not more than 30 years.
 - Maximum Service Period : 2 Years (With Service Breaks)
 - This is purely an assignment basis position. You will have no right to claim for a permanent position.
 - Salary : Basic- Rs. 21,550/- + COL Rs. 7,800/-(Govt approved allowance Rs. 5000/- + EPF 12%+ETF 3% will be paid)
 - Selection: By an interview

Self prepared application, copies of certificates (O/L, A/L and experience and other certificates) should be sent by registered post or handed over to the Deputy Registrar, Faculty of Management & Finance, University of Colombo, Colombo 03 on or before 19th January 2023.

Registrar
University of Colombo

05-01-2023